

~~SECRET~~  
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110072-6  
REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OF-138

1. TITLE OF REPORT (if a fill-in report include Form No.)

Shortages & Losses

2. TYPE  
OF  
REPORT

☒ STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☐ PERSONNEL

☐ TRAINING

☐ LOGISTICS

☐ SECURITY

☐ MEDICAL

☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

6. DISTRIBUTION (No. of components not number of copies)

Various

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

9. DIRECTIVE AUTHORITY REQUIRING REPORT

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

Memo &/or Dispatch

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

Offices or stations having a shortage or loss. Usually DDP components

All cases are incorporated into annual report to DCI

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
							\$15,000.00

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 15,000.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.